



City of Torrance, Community Services Department

Park Building Party Reservation Policy

Park Building Rental:

Picnic Buildings are available for party rental at the following parks:

Park	Address	Capacity	Kitchen
Alta Loma Park	26126 Delos Drive, Torrance 90505	50	Full
El Nido Park	18301 Kingsdale Avenue, Redondo Beach, 90277	30	Partial
El Retiro Park	126 Vista Del Parque, Redondo Beach, 90278	100	Full
La Romeria Park	19501 Inglewood Avenue, Torrance 90503	70	Full
McMaster Park	3624 Artesia Boulevard, Torrance 90504	50	Full
Sea Aire Park	22730 Lupine Drive, Torrance 90505	50	Full
Sur La Brea Park	23610 Cabrillo Avenue, Torrance 90501	50	Partial
Walteria Park	3855 242 nd Street, Torrance, 90505	80	Full

Torrance residents, groups and organizations may make park building reservations nine months in advance. Non-resident individuals, groups and organizations may make reservations two months in advance. All applications must be received by 4:00pm the Tuesday before the weekend of the event (or 5 days in advance). Online reservations may be made a maximum of 2 months in advance regardless of residency.

Park Building capacities are listed for audience style seating with several tables, for dining capacity reduce by 20%. All tables are 6' long rectangles. Please call for table & chair quantities. Full kitchens have an oven/stove, refrigerator, sink and counter space with electricity. Partial kitchens do not have an oven/ stove. El Nido has mini-fridge.

Park Building reservations are available to private groups on weekends between the hours of 8am – 5pm (including 30 minutes set-up & 30 minutes clean-up time at no charge). Weekdays and weekend evenings are only for non-profit meeting groups, parties are not allowed, please see the Park Building Meeting Reservation Policy for further details.

Making a Reservation:

Booking priority is given in the following order:

1. Online Booking Site: www.TorranceCA.Gov/FacilityBooking. A 2.5% convenience fee applies for online credit card processing. Online bookings may only be made 2 months in advance.
2. Walk-In: City Hall, West Annex Building, 3031 Torrance Blvd. Torrance, CA 90503.
3. E-Mail & Fax: Forms can be found at <http://www.torranceca.gov/21935.htm>.
4. Mail: City of Torrance, Attn. Facility Booking Office, 3031 Torrance Blvd., Torrance, CA 90503.

Booking Policies

Proof of residency is required by Torrance residents to get a discount. The items we can accept are: driver's license, utility bill, car registration or car insurance.

The applicant, payer and proof of residency must all reflect the same name. We cannot accept a check or credit card from anyone besides the applicant.

All applicants must complete the Credit Card Authorization Form and sign the Damages, Overage and Improperly Incurred Expenses Agreement. Under normal circumstances, your card will never be charged. In the event of damage, overage or improperly incurred expense, the customer will be notified in advance if their credit card will be charged and will be provided with a detailed statement. Customers that do not possess a credit card will need to pay a refundable deposit of \$100 by cash or check. Please allow 5-7 weeks for the deposit to be returned by check.

Park Building Fees

Resident	Non-Resident
\$35 per hour + \$30 staff fee	\$45 per hour + \$30 staff fee

All groups are allowed 30 minutes for set-up and 30 minutes for clean-up at no charge. Please indicate the actual reservation hours (not including set-up/ clean-up times) on your application. The hours of availability include the set-up and clean-up times. All groups are required to pay the onetime \$30 staff fee for the Park Ranger to open & close the facility, you will not be issued a key.

Picnic Area & Bouncer Policy:

A Park Building reservation is for the inside only. Picnic area and bouncer reservations, in conjunction with park building reservations, are allowed at El Nido, El Retiro and Walteria Parks. If booking a bouncer, you are required to also book a picnic area. Please see the [Picnic Area](#) webpage.

General Policies:

Amplified Sound (microphones, speakers, DJ's, bands, etc.) are not allowed in park buildings. Small radios/ Mp3 players are acceptable at a low volume.

Caterers may drop off food. If cooking/ serving in the park they must obtain a Business License by calling 310-618-5923. All food service must take place within the area you reserved. Food trucks are not allowed. No exchange of money may take place in the park.

No alcoholic beverages of any type are allowed on City parks or fields, or in any park facility (TMC 49.2.6). Smoking is prohibited at ALL city parks (Municipal Code Section 49.2.11).

Ponies/ petting zoos are prohibited at ALL city parks (Municipal code Section 49.2.7) and all dogs must remain on leash (Municipal Code Section 41.1.5). Animals are not allowed inside park buildings.

The Facility Booking Cancellation Policy can be found online: www.TorranceCA.Gov/22220.htm